



Special Inspection Verified Report (SIVR) - INSTRUCTIONS

Form [DSA-292 \(PDF - 73 KB\)](#) is used to satisfy the verified reporting requirements of Title 24, Part 1, Section 4-336 for special inspection. The instructions below explain how the form should be completed and how to report unusual situations.

Section A: This form must be submitted to the School District, and copies are to be distributed per Section D below. The DSA file and application number **MUST** be provided in the upper right hand corner. The DSA file number is generally shown on the first sheet of the drawings and the "signature page" of the specifications. The DSA application number is shown on the DSA approval stamp on every sheet of the drawings.

Checkboxes are provided to indicate whether the form is being used as a "Final Verified Report", a "Terminating Verified Report", or as an "In-Progress Verified Report."

- **Final Verified Report** is required at the conclusion of work for every project.
- **In-Progress Verified Report** may be required because construction has stopped for more than a month (per Title 24, Part 1 Section 4-336(c)3) or because DSA has required an "in-progress" verified report to be filed (per Section 4-336(c)5).
- **Terminating Verified Report** is required when your services are terminated during construction for any reason.

Sections B & C: If more than one individual performed special inspections of the same type of construction on the same project (or if one individual did special inspections in more than one discipline) each individual must describe, on a separate form DSA-292, the specific portions (or disciplines) of the project which he or she inspected.

It is essential that the inspections were performed in accordance with the procedural requirements of the DSA approved documents. Instructions from the project architect, the owner of the project, or any other entity to the contrary must be specifically described as a deviation in Section E of the form. For example, if part of the welding was performed prior to the inspector's arrival the situation must be completely described in Section E even if the finished welds, and all subsequent welding, appear to be in conformance.

Section D: All inspection reports must be sent to the architect in charge of the project, the structural engineer in charge of the project, the project inspector, and to DSA. Note that the original reports must be sent to the school district. If reports were not sent to all parties as required, cross out the statement and attach an explanation.

Section E: Any inspection indicating that work did not comply with the DSA approved documents must be reported on this form by filling out Section E to describe the circumstances (additional comments can be submitted on a form [DSA-211 \(PDF - 60 KB\)](#)). All reports indicating that material or workmanship was non-compliant shall be listed on this form and copies of all such reports shall be attached. Acceptance letters from the design professional and/or any other documents pertinent to the noncompliance reports shall also be attached when available.

Section F: This report must be signed under penalty of perjury by a suitably qualified special inspector.

cc: Space is provided to enable inputting of names of all parties.